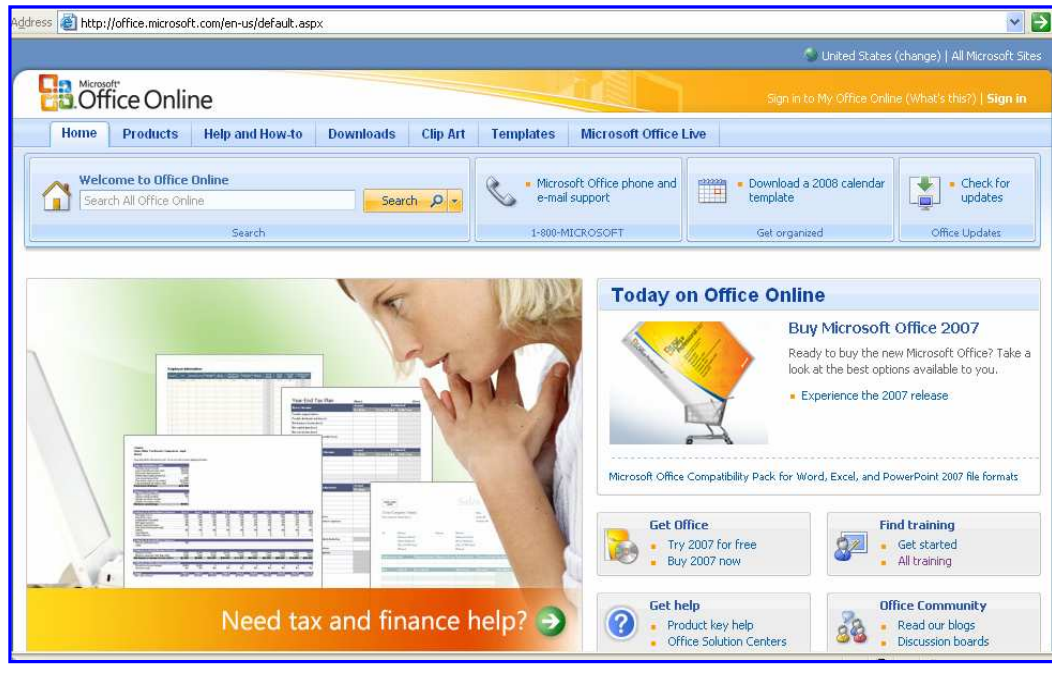
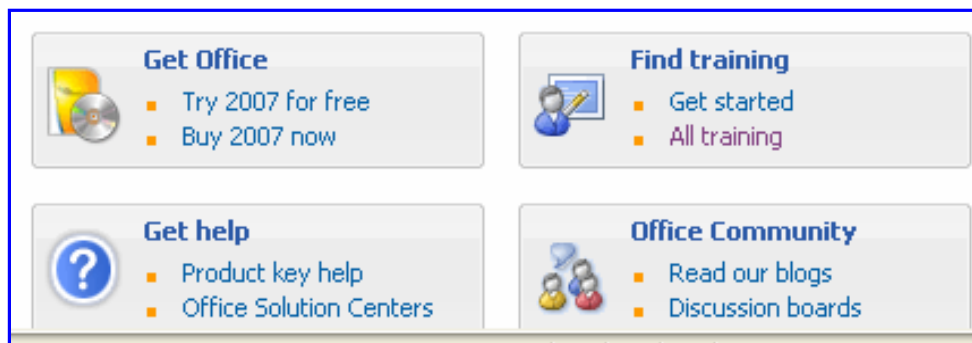


## Microsoft Office 2007

<http://office.microsoft.com/>



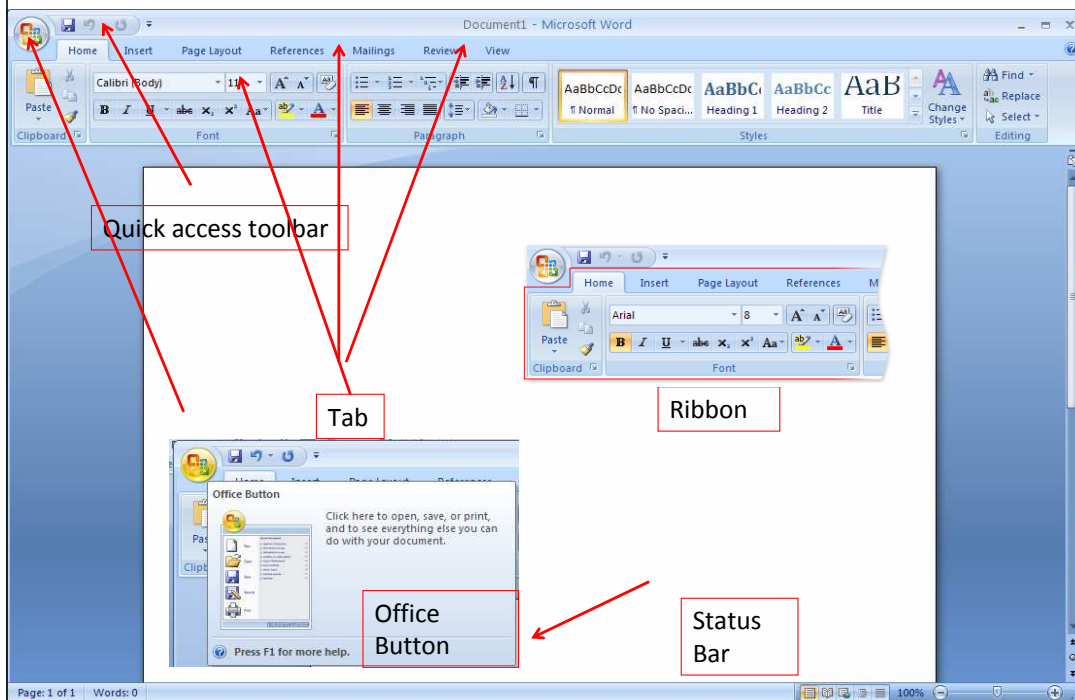
## <http://office.microsoft.com/>



**Get Office:** Download a 60 day trial version at home for free. Once we have upgraded at school, you will be able to check out an Office 2007 CD from the library to install on one home computer.

**Find training:** Free training, demos, downloadable templates and clip art for Word, Powerpoint, Excel etc.

# New Look for all Office Products

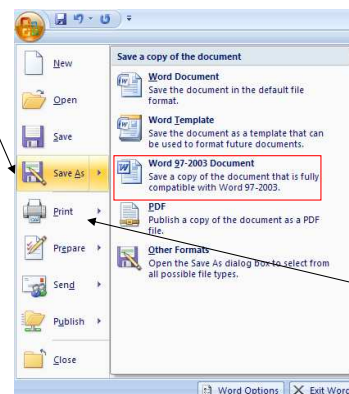
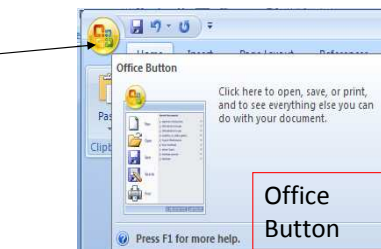


## Using the Office Button – to Save and Print

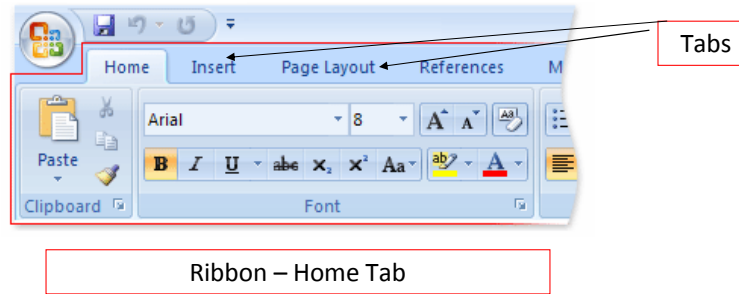
### Save

1. Click the Office Button in the top left corner.
2. Click Save As > Word 97-2003 Document
3. Locate the folder in which you wish to store the file on the H: drive.
4. Name the document > Save

Note: Save all Office files in the older office format so the files will be compatible / readable on computers that do not have Office 2007. Files saved in the 2007 format will have an extra character at the end of the file extension, such as .docx, .xlsx. These documents can only be opened by users with Office 2007 or the Office 2007 compatibility pack.



## What happened to the menu bar, traditional menus and toolbars? Introducing the RIBBON

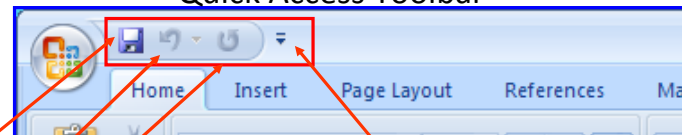


The Word Ribbon puts the most necessary items on the Home tab. Mouse over the Styles.



The Excel ribbon houses Excel-specific tasks.

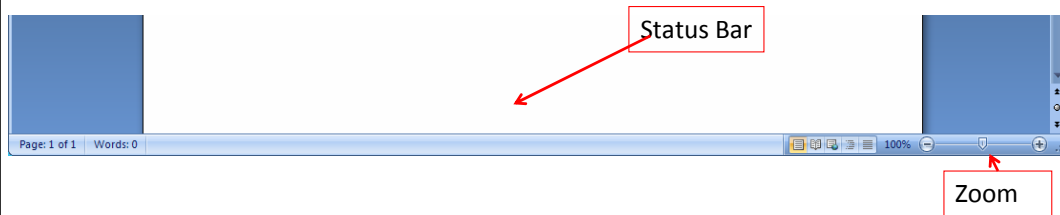
## Quick Access Toolbar



- Do Not use the quick save
- Undo
- Redo
- Customize the Toolbar. Add commands you use frequently, such as print, spell check, hide and unhide the ribbon. Select from the drop down list or add your own by selecting More Commands.

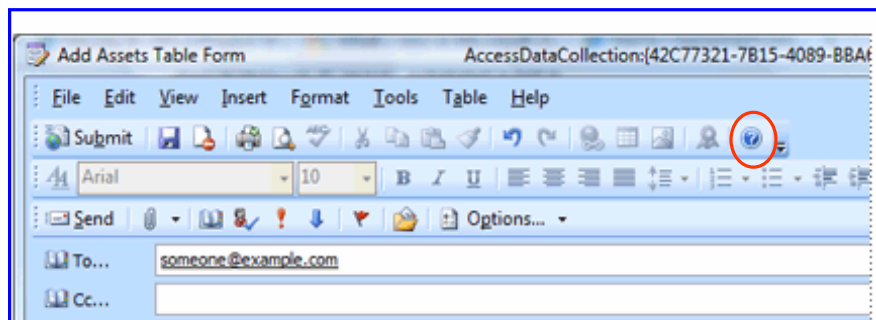
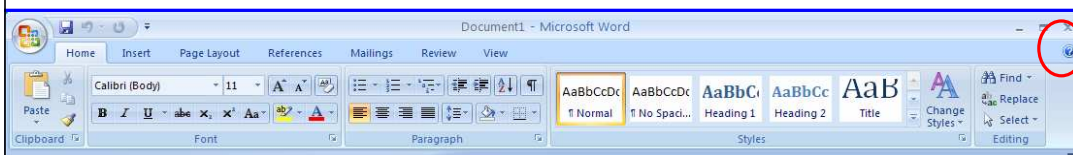


## Status Bar - updated



The best new feature is Zoom. Move the slider to the right or left to reduce or enlarge your view.

## Your best new friend - Help



You don't need to struggle! Use the on-line training offered by Microsoft and use HELP. Click the question mark in each application.